

MONTEREY LIBRARY

JOB DESCRIPTION FOR LIBRARY DIRECTOR

The Library Director is responsible for the management and operation of the library and its program of services in accordance with the policies established by the board of trustees. The director works in close cooperation with the board, serving as its advisor and as an active participant in policy and budget development, goal-setting, planning and evaluation. The board delegates to the director full authority in such areas as collection development, budget management and personnel administration, selection and supervision. The position is directly accountable to the board of library trustees.

Duties include:

1. Provides library services to the public in accordance with the mission statement developed by the trustees and library director and reviewed periodically.
2. Supervises, directly and through delegation, library services, operations and activities, including but not limited to: Materials selection, weeding and overall collection development: Cataloging and other technical service operations: Reference, children's, adult, young adult and other services provided to the general public and specific user groups: Community relations: Library promotion: Library building and grounds.
3. Directs and evaluates library services. Identifies and addresses library needs and problems. Advises board in library matters and keeps it informed of relevant issues and developments at the regional, state and national level. Attends all board meetings, reports on library activities and important issues, participates actively in discussion and contributes ideas and suggestions during the decision making process.
4. Participates, with the board of trustees, in continuing formal planning process which identifies and addresses community and library needs, provides direction for library development and serves as a base for evaluation of library effectiveness in relation to changing community needs.
5. Has responsibility for budget management, including initial preparation of annual budget, recommendations for board approval and participation in presentation to town officials. Oversees the expenditure of funds and maintenance of financial records. Presents semi-annual budget reports to board.
6. Selects, trains, supervises and evaluates personnel. Selects, trains and supervises volunteers.

7. Promotes community use and support of the library and involves the library in community affairs.
8. Strengthens library resources and services with supplementary collections and support services from the Massachusetts Library Systems.
9. Participates in Regional Library activities, including in-service training programs offered by the MLS.
10. Makes policy recommendations to the board. Implements and interprets policies adopted by it. [Policies should include, but not necessarily be limited to: collection development, personnel, use of library facilities, and circulation of materials.]
11. Develops the library's collection in accordance with a board approved collection development policy.
12. Serves as the library's liaison with town government and the community in general. Speaks before groups and boards as required. Fund raises as is appropriate or necessary.
13. Closely monitors local, state and federal laws and regulations applicable in library operation and takes appropriate action to ensure compliance.
14. Other duties as required.

Requirements and Qualifications:

1. Pleasant personality and demonstrated ability to work effectively with others.
2. Ability to speak and write effectively and clearly.
3. Leadership ability and high degree of motivation, initiative and resourcefulness.
4. Ability to exercise independent judgment in decision-making.
5. Intellectual curiosity and appreciation of libraries.
6. General knowledge of library principles and practices.
7. Well informed on issues of public concern and familiar with the reading tastes and informational needs of the general public.
8. Educational qualifications at least equal to those specified for library directors in the Massachusetts Minimum Standards for Free Public Library Service for communities in the appropriate population range.